

Ideas for Presenters

Gift and Thank You Note Guide

Presenter Gifts:

- Movie gift certificates
- Cookies
- Breads
- Chocolates
- Bottles of water
- A small buffet held after career fair presentations

USE YOUR TLC MONEY TO PAY FOR GIFTS, IF NECESSARY

Presenter Thank You Notes:

Thank you letters are one of the pillars of good relationships, you cannot write too many of them. Sometimes these are difficult to write, which is why so many of them are never written. It is better to express your appreciation too often than not often enough.

Thank you notes need not be long. However, they should be written promptly and show a little life. A good rule of thumb for timing a thank you note is that they should be written within one week of the actual presentation.

Personal thank you notes are almost always handwritten on note cards or personal/school stationary.

Some ideas to include might be:

1. We want to thank you for your time in coming today and presenting to our students.
2. Your good advice was very much appreciated especially to our students.
3. We are grateful for your efforts in helping to prepare these students for their future.
4. We are particularly grateful because we know of the many demands on your time.